

# Edison Elementary PTO Expense Disbursement Form 2020-2021 School Year

This form is to be used by PTO Board Members for disbursements of funds by the Edison Elementary Parent Teacher Organization (PTO).

- Place completed form and all receipts in the PTO mailbox.
- If you exceeded your budget without prior approval, the excess amount will be reimbursed if funds are available from another activity.
- Please attempt to turn in expenses within 2 weeks of an event. For end-of-school year events, please cash your reimbursement check by June 15.
- If any questions or an extension is necessary, please contact

Jill Hutton, PTO Co-Treasurer  
[jhutton08@gmail.com](mailto:jhutton08@gmail.com)

or

Stacy Fink, PTO Co-Treasurer  
[mstacy2876@sbcglobal.net](mailto:mstacy2876@sbcglobal.net)

Payee: \_\_\_\_\_ Date: \_\_\_\_\_

Debit Card Purchase

Check

Cash Withdrawal

check #

Reason for Expense: \_\_\_\_\_

Please list receipt(s) by retailer and the total for each receipt (one line per receipt). Total all receipts at the bottom. Staple all original receipts **behind** this form and keep a copy for your personal records.

Receipt(s):	Individual Receipt Total:	Category:
_____	_____	
_____	_____	
_____	_____	
_____	_____	
<b>Total of All Receipts:</b>	_____	

*Treasurer Use Only:*  
*audit* \_\_\_\_\_  *Entered*